

TITLE: Fleet Maintenance Supervisor

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DEPARTMENT: Finance and Management Services DepartmentREPORTS TO: Facilities and Fleet ManagerSUPERVISES: Lead Vehicle Mechanic, Vehicle Mechanic II, Vehicle Mechanic IDEFINITION:

Plans, organizes, coordinates and supervises a preventative maintenance and fuel program for all City vehicles and apparatus in accordance with manufacturer's standards. Assists in the formulation of policies and procedures governing the maintenance of city vehicles. Develops and manages the City vehicle replacement fund. Develops and reviews specifications for purchase and lease of all new vehicles, police vehicles and fire apparatus.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Coordinates the maintenance and repair of the City's fleet of vehicles, heavy trucks and Fire apparatus including developing daily and monthly preventative maintenance schedules to ensure safe and efficient operation. Prepares specific preventative maintenance schedules for specialized equipment. Maintains an inventory of parts necessary for repairs.

Develops goals and objectives for maintenance operations. Establishes priorities and supervises maintenance activities to ensure that work is performed in a timely manner and according to established safety standards.

Plans, supervises and evaluates the work of assigned staff. Monitors performance and provides coaching for performance improvement and personal development. Conducts performance reviews, administers discipline and ensures that staff is appropriately trained. Responsible for the selection of all subordinate employees within assigned section.

Provides leadership and works with staff to create a high performance, service oriented work environment that support the City's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive work environment.

Prepares division budget based on staffing and resource requirements; monitors and documents expenditures. Develops and manages the City's equipment replacement fund.

Develops specifications for the purchase and/or lease options for all City's vehicles and apparatus, manages the bid process, prepares appropriate purchase orders and conducts acceptance tests. Provides input to other departments on the purchase or lease of vehicles that will meet their needs. Conducts special studies on retrofit and other special programs.

Assures that all City vehicles meet (DEQ) emission standards set by the state; oversees vehicle emission testing in the shop; ensures fuel program and oil discards conforms to Federal, state and local laws and environmental regulations.

Completes and records pricing of shop work orders and prepares monthly activity reports on maintenance of apparatus, mileage, and fuel consumption for each apparatus. Develops and administers contracts and agreements with vendors of vehicle repair and maintenance services.

Develops specifications for all fire apparatus; researches sources to assure the best price and quality. Works with outside procurement sources to develop contract specifications. Reviews maintenance records and makes recommendations concerning vehicles specifications and standards.

Develops schedule of charges for use in fleet services. Meets with department heads to determine maintenance needs, charges and procedures. Schedules maintenance work to meet user needs.

Develops fleet utilization standards for City vehicle service life. Provides technical information regarding the proper use of motorized vehicles. Analyzes and diagnoses complex repair problems on a wide variety of vehicles and equipment.

Maintains systems and records that provide for proper evaluation, control and documentation of assigned operations. Assures that all vehicle licenses are current according to state guidelines.

OTHER JOB FUNCTIONS

Remains current on new developments and technology concerning preventative maintenance and emergency vehicles.

Responds to vehicle emergencies during 2nd alarm or larger fires.

Performs other related duties as assigned.

WORKING CONDITIONS:

Duties are performed in an office environment and in the vehicle maintenance shop. Employees risk physical hazard from mechanical and electrical equipment. May be required to lift heavy objects and equipment in excess of 50 lbs. May be exposed to chemicals and solvents. When responding to emergencies, employees risk physical hazard from fire, smoke and extreme heat. Subject to 24-hour a day call back for emergency repairs.

QUALIFICATIONS:

Knowledge of:

- Gasoline and diesel engines including large fire apparatus equipment, fuel systems, transmissions, hydraulics, and related mechanical systems.
- Occupational hazards and safety precautions of the mechanical trade.
- Hand and power tools and computer diagnostics equipment used in vehicle maintenance and repair.
- Fiscal management including budget preparation, replacement and lease programs, expenditure control and record keeping.
- Management and supervisory principles, practices and methods.

- Fleet management.
- State laws and environmental policies relating to vehicle or fuel programs.

Ability to:

- Plan, organize and oversee assigned work programs including monitoring work schedules and evaluating the work of subordinates.
- Develop program goals and objectives.
- Analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Diagnose and repair complex major and minor mechanical and electrical defects in vehicles and special equipment.
- Operate testing equipment.
- Recognize differences in color to assure safety requirements in electrical wire repairs.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Two years of training in automotive technology plus additional training in pump and hydraulic repair and ten years progressively responsible mechanical repair experience with gasoline and diesel equipment including pumps, hydraulics, air brakes, and electrical and computer systems. At least three of these years should be at the management level.

Licenses, Certificates, and Other Requirements

Valid commercial driver's license (CDL).
State of Oregon license for DEQ emissions testing.
DEQ inspector license.
ASE and EVT certifications preferred.